

Cellular Device Issuance Criteria

The need for personnel to carry a cellular device (city issued or personal in lieu of) must be reviewed annually, to determine if those positions' status should be continued as-is, changed or discontinued

During the transition period from city-issued cellular devices to using personal cellular devices in-lieu of a city issued device, as well as annually, each department head will review the applicability of their staffs' responsibilities against the criteria for city-issued phone allowance. The following criteria will determine if a position is eligible for a city-issued cellular device and/or the reimbursement for using a personal cellular device in-lieu of a city-issued cellular device. If the position requires one of the following criteria, that specific position is permitted use of a city-issued cellular device or personal cellular device in-lieu of.

Tier 1 Criteria (Voice/Text):

- Emergency Call Back: Job Function requires continuous accessibility for critical City services (e.g., On-call responsibility) and employee does not have convenient access to a land-line; or
- Public Safety Operation: Job function directly supports Police and Fire operations and requires employee to routinely use a mobile phone to be accessible; or
- First Responder: Job Function is designated as a "first responder" to emergencies; or
- Mobile Work Environment: Job function routinely requires extended time away from a convenient landline (greater than two consecutive hours) and it is essential to the City that the employee be accessible during those times; or
- Personal Safety: Job Function displays personal safety concerns for individuals while traveling, working evening hours, working in isolated areas, or working in high crime areas.
- After Hours Use: Job Function requires being available for contact after normal business hours on a regular and consistent basis.
- Shared Use: Mobile phone is assigned to multiple individuals, a vehicle, a facility, or used during specific times throughout the year.

Tier 2 Criteria (Data):

- Access to Email/Data: Job function routinely requires access to email/data outside of office or beyond normal working hours and it is essential to the City that the employee be able to send/receive emails during those times

Employee Name

Cellular Number

Department Head Approval



Cell Phone Assignments

Department Name: _____

Division: _____

Employee Name	Position	City-Issued (Y/N)	Tier 1	Tier 2	Cell-phone #	Carrier

Department Head Approval

City Manager Approval